

**SECRET**  
(CLASSIFICATION)

Executive Registry

64-402

**OFFICE OF THE DIRECTOR****A-348**

Action Memorandum No. \_\_\_\_\_

Date **17 January 1964****TO : Deputy Director/Intelligence****SUBJECT : Coordination of National Policy Papers Within the Agency****REFERENCE: Action Memorandum 316**

1. The DD/I, in consultation with the concerned Deputies, should prepare the substance for an Agency notice on procedures to be followed for coordinating within the Agency all National Policy Papers before such papers are submitted to the DCI for his approval in behalf of the Agency.

2. When the concerned Deputies have agreed to such procedures the DD/S should prepare the notice for publication.

3. I suggest that the DD/I submit its contribution to the DD/S not later than 5 February and that the DD/S have the notice ready for final approval by 10 February.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director****cc: DD/S, DD/P, DD/S&T**

OAD:rkq

Original & 1 - Addressee; 1 - ~~ER~~; 1 - ExDir; 1 - ☐**SUSPENSE DATE: 10 February 1964****SECRET****A  
C  
T  
I  
O  
N****M  
E  
M  
O  
R  
A  
N  
D  
U  
M**

25X1